



TORQ Analysis of Compensation, Benefits, and Job Analysis Specialists to Payroll and Timekeeping Clerks

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Compensation, Benefits, and Job Analysis Specialists	13-1072.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Payroll and Timekeeping Clerks	43-3051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

92

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		<div></div> 93		Level		<div></div> 94		Level		<div></div> 88	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				Mathematics	60	5	77	Clerical	79	13	80
				Time Management	63	3	83				

LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Compensation, Benefits, and Job Analysis Specialists and Payroll and Timekeeping Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Compensation, Benefits, and Job Analysis Specialists	Payroll and Timekeeping Clerks	Importance
Information Ordering	55	46	75
Oral Comprehension	60	53	68
Oral Expression	60	57	68
Problem Sensitivity	55	41	68
Mathematical Reasoning	48	48	68
Deductive Reasoning	62	50	65
Near Vision	62	57	65
Written Comprehension	62	55	62
Speech Recognition	55	39	62
Speech Clarity	59	39	62
Written Expression	60	44	56



Inductive Reasoning	57		44		53
Selective Attention	39		37		53
Category Flexibility	55		41		50
Skill Level Comparison - Abilities with importance scores over 69					
Description	Compensation, Benefits, and Job Analysis Specialists		Payroll and Timekeeping Clerks		Importance
Time Management	60		63		83
Reading Comprehension	66		64		77
Mathematics	55		60		77
Active Listening	70		66		74
Speaking	63		61		74
Knowledge Level Comparison - Knowledge with importance scores over 69					
Description	Compensation, Benefits, and Job Analysis Specialists		Payroll and Timekeeping Clerks		Importance
Clerical	66		79		80

Experience & Education Comparison					
Related Work Experience Comparison			Required Education Level Comparison		
Description	Compensation, Benefits, and Job Analysis Specialists	Payroll and Timekeeping Clerks	Description	Compensation, Benefits, and Job Analysis Specialists	Payroll and Timekeeping Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	6%	Post-Masters Cert	0%	0%
4-6 years	13%	1%	Master's Degree	2%	0%
2-4 years	28%	32%	Post-Bachelor Cert	0%	0%
1-2 years	52%	25%	Bachelors	59%	8%
6-12 months	0%	17%	AA or Equiv	24%	3%
3-6 months	0%	5%	Some College	13%	28%
1-3 months	0%	1%	Post-Secondary Certificate	0%	16%
0-1 month	0%	0%	High Scool Diploma or GED	0%	41%
None	3%	10%	No HSD or GED	0%	0%
Compensation, Benefits, and Job Analysis Specialists			Payroll and Timekeeping Clerks		
Most Common Educational/Training Requirement:					
Bachelor's degree			Moderate-term on-the-job training		
Job Zone Comparison					
4 - Job Zone Four: Considerable Preparation Needed			3 - Job Zone Three: Medium Preparation Needed		



A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Compensation, Benefits, and Job Analysis Specialists

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Specific Tasks

Occupation Specific Tasks:

- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Advise staff of individuals' qualifications.
- Analyze organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry, and government.
- Assess need for and develop job analysis instruments and materials.
- Assist in preparing and maintaining

Payroll and Timekeeping Clerks

Core Tasks

Generalized Work Activities:

- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Specific Tasks

Occupation Specific Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay



personnel records and handbooks.

- Consult with or serve as a technical liaison between business, industry, government, and union officials.
- Develop, implement, administer and evaluate personnel and labor relations programs, including performance appraisal, affirmative action and employment equity programs.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Evaluate job positions, determining classification, exempt or non-exempt status, and salary.
- Negotiate collective agreements on behalf of employers or workers, and mediate labor disputes and grievances.
- Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
- Perform multifactor data and cost analyses that may be used in areas such as support of collective bargaining agreements.
- Plan and develop curricula and materials for training programs and conduct training.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Prepare occupational classifications, job descriptions and salary scales.
- Prepare reports, such as organization and flow charts, and career path reports, to summarize job analysis and evaluation and compensation analysis information.
- Prepare research results for publication in form of journals, books, manuals, and film.
- Provide advice on the resolution of classification and salary complaints.
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.
- Research job and worker requirements, structural and functional relationships among jobs and occupations, and occupational trends.
- Review occupational data on Alien Employment Certification Applications to determine the appropriate occupational title and code, and provide local offices with information about immigration and occupations.
- Speak at conferences and events to promote apprenticeships and related training programs.
- Work with the Department of Labor and promote its use with employers.

Detailed Tasks

period.

- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Detailed Tasks

Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms
- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Tools - Examples

- 10-key calculators
- Desktop computers
- Computer terminals
- Personal computers

**Detailed Work Activities:**

- advise department managers in personnel matters
- advise governmental or industrial personnel
- advise management or labor union officials on labor relation issues
- analyze data to identify personnel problems
- analyze scientific research data or investigative findings
- arbitrate personnel disputes
- categorize occupational, educational, or employment information
- communicate technical information
- conduct research on work-related topics
- conduct training for personnel
- develop course or training objectives
- develop job evaluation programs
- ensure compliance with government regulations
- ensure correct grammar, punctuation, or spelling
- evaluate personnel benefits policies
- evaluate qualifications or eligibility of applicant for employment
- explain rules, policies or regulations
- fill out business or government forms
- identify problems or improvements
- implement employee compensation plans
- improve methods for worker selection or promotion
- maintain administrative services procedures manual
- maintain job descriptions
- make presentations
- negotiate labor agreements
- obtain information from individuals
- prepare or maintain employee records
- prepare recommendations based upon research
- prepare report of findings or recommendations
- prepare reports
- prepare technical reports identifying results of research
- resolve personnel problems or grievances
- resolve worker or management conflicts
- understand government labor or employment regulations
- use cost benefit analysis techniques
- use government regulations
- use interpersonal communication techniques
- use interviewing procedures



- use knowledge of employee classification system
- use public speaking techniques
- write administrative procedures services manual
- write employee orientation or training materials

Labor Market Comparison

Description	Compensation, Benefits, and Job Analysis Specialists	Payroll and Timekeeping Clerks	Difference
Median Wage	\$ 43,900	\$ 30,470	\$(13,430)
10th Percentile Wage	\$ 29,740	\$ 22,470	\$(7,270)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 55,780	\$ 35,970	\$(19,810)
90th Percentile Wage	\$ 68,800	\$ 40,700	\$(28,100)
Mean Wage	\$ 46,470	\$ 31,260	\$(15,210)
Total Employment - 2007	770	650	-120
Employment Base - 2006	805	672	-133
Projected Employment - 2016	866	649	-217
Projected Job Growth - 2006-2016	7.6 %	-3.4 %	-11.0 %
Projected Annual Openings - 2006-2016	23	17	-6

National Job Posting Trends

Trend for Compensation, Benefits, and Job Analysis Specialists

Trend for
Payroll and
Timekeeping
Clerks



Data from [Indeed](http://Indeed.com)

Recommended Programs

Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Compensation, Benefits, and Job Analysis Specialists

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	100	4	770	\$43,900.00	\$0.00	8%	23
13-2053.00	Insurance Underwriters	91	3	460	\$56,090.00	\$12,190.00	-1%	12
13-1031.01	Claims Examiners, Property and Casualty Insurance	90	3	1,570	\$49,360.00	\$5,460.00	3%	44



41-3031.02	Sales Agents, Financial Services	90	4	0	\$65,230.00	\$21,330.00	5%	33
11-3041.00	Compensation and Benefits Managers	90	3	200	\$68,560.00	\$24,660.00	2%	5
13-2072.00	Loan Officers	88	3	1,450	\$49,380.00	\$5,480.00	9%	29
41-3031.01	Sales Agents, Securities and Commodities	88	4	0	\$65,230.00	\$21,330.00	5%	33
23-2092.00	Law Clerks	88	4	50	\$43,930.00	\$30.00	-7%	1
11-3011.00	Administrative Services Managers	87	4	1,090	\$56,630.00	\$12,730.00	5%	34
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$23,770.00	7%	58
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$50,200.00	10%	13
19-3021.00	Market Research Analysts	87	4	200	\$49,960.00	\$6,060.00	3%	2
23-1022.00	Arbitrators, Mediators, and Conciliators	87	5	40	\$46,160.00	\$2,260.00	2%	1
11-2031.00	Public Relations Managers	86	4	290	\$71,020.00	\$27,120.00	9%	10
13-1031.02	Insurance Adjusters, Examiners, and Investigators	86	3	1,570	\$49,360.00	\$5,460.00	3%	44

Maine Statewide Promotion Opportunities for Payroll and Timekeeping Clerks

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-3051.00	Payroll and Timekeeping Clerks	100	3	650	\$30,470.00	\$0.00	-3%	17
43-9041.02	Insurance Policy Processing Clerks	92	2	1,810	\$31,380.00	\$910.00	-8%	22
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$910.00	-8%	22
43-6011.00	Executive Secretaries and Administrative Assistants	89	3	3,330	\$38,830.00	\$8,360.00	6%	76
43-4011.00	Brokerage Clerks	89	3	270	\$39,120.00	\$8,650.00	-13%	8
43-3061.00	Procurement Clerks	88	3	0	\$33,300.00	\$2,830.00	-2%	5



13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$25,620.00	-1%	12
43-6012.00	Legal Secretaries	87	3	1,300	\$33,360.00	\$2,890.00	5%	29
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	85	4	770	\$43,900.00	\$13,430.00	8%	23
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	84	3	920	\$45,210.00	\$14,740.00	-2%	21
13-2081.00	Tax Examiners, Collectors, and Revenue Agents	84	3	450	\$36,790.00	\$6,320.00	5%	13
13-2072.00	Loan Officers	83	3	1,450	\$49,380.00	\$18,910.00	9%	29
41-3031.01	Sales Agents, Securities and Commodities	82	4	0	\$65,230.00	\$34,760.00	5%	33
43-4061.00	Eligibility Interviewers, Government Programs	82	3	610	\$33,440.00	\$2,970.00	0%	11
13-2071.00	Loan Counselors	82	4	60	\$35,110.00	\$4,640.00	-3%	1